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Mill Hill School

Attendance and Punctuality Policy

September 2020

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Key Points of the Attendance and Punctuality Policy

Purpose	<ul style="list-style-type: none"> • Promote good attendance and reduce absence, including persistent absence. • Ensure every pupil has access to full-time education to which they are entitled. • Act early to address patterns of absence and listen to reasons offered by families. • Offer support through the school's pastoral system where needed. • Encourage parents to perform their legal duty by ensuring children of compulsory school age (who are registered in the Foundation) are punctual and regularly attend their lessons. • Ensure compliance with relevant Education Laws, Regulations and Government guidance.
School Attendance and the Law	<ul style="list-style-type: none"> • This Policy complies with the 1996 Education Act, the Education (Pupil Registration) regulations 2006 and the Education (Pupil Registration) (England) Regulations 2013.
Procedures	<ul style="list-style-type: none"> • If attendance falls below 90% in a term it should be reported to the Deputy Head and a phone call is made by a pastoral leader. The phone call will offer families support and suggest strategies to help raise attendance. • If attendance falls below 80%, a meeting between parents / carers and appropriate pastoral staff will be held to discuss pupil/ family circumstances. Actions will be agreed documented. • If attendance drops below 70% without a satisfactory reason, a formal letter is sent to the parents and further discussion is had with the family and Senior Staff. • If attendance drops below 60% there will be a formal review by the Head of the relevant school
Children at Risk Of Missing Education	<ul style="list-style-type: none"> • In line with the Mill Hill School Foundation's Safeguarding Policy, the school has a duty by law to report to the Local Authority if a pupil is absent without the school's permission for a continuous period of 10 days or more.
Tier 4 Sponsored Pupils	<ul style="list-style-type: none"> • Tier 4 sponsored pupil's attendance will be monitored in line with the Home Office's UKVI requirements. In particular, the Foundation will notify the Home Office if the attendance rate of any such pupil falls below 80% for the academic year or such pupil has 10 consecutive days of unauthorised absences.
The Attendance Register	<ul style="list-style-type: none"> • The attendance register is taken at the start of the first session of each school day and once during the second session and determine whether the pupil is present or absent. • Absences should be followed up by the school and all Foundation schools will use the national codes to record and monitor attendance. • Parents/carers should contact the school on the first day of absence to state the reason for absence.
Preservation and Amendments to the attendance Register	<ul style="list-style-type: none"> • Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made.
Punctuality	<ul style="list-style-type: none"> • Sanctions for lateness or non-attendance of lessons can be found in each school's behaviour policy. • Any episode of persistent lateness or an identified pattern of lateness will result in communication being sent home from the school to discuss ways how this pattern of behaviour can be corrected.
Review	<ul style="list-style-type: none"> • Policy to be reviewed Autumn Term 2021

The above Key Points are a synopsis and are not intended to replace the policy. The full policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy takes priority.

1. Introduction

The Mill Hill School Foundation is committed to promoting good attendance and punctuality. The Foundation recognises that central to raising standards in education and to ensure uninterrupted progress, pupils need to attend school regularly. Being absent without leave can have a serious effect on a child's academic and social progress and development on their welfare. Missing out on lessons leaves children vulnerable to falling behind.

2. Aims

This Mill Hill School Foundation aims to:

- Ensure every pupil has access to the full-time education to which they are entitled
- Work with and support parents to promote good attendance and reduce absence, including persistent absence
- Effectively monitor school attendance
- Respond promptly and appropriately to attendance problems
- Encourage parents to perform their legal duty by ensuring their children of compulsory school age (who are registered in the Foundation) are punctual and regularly attend their lessons
- Ensure compliance with relevant Education Laws, Regulations and Government guidance

3. School Attendance and the Law

This Policy complies with the requirements in:

- The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)
- The Education (Pupil Registration) (England) Regulations 2006
- The Education (Pupil Registration) (England) (Amendment) Regulations 2010
- The Education (Pupil Registration) (England) (Amendment) Regulations 2011
- The Education (Pupil Registration) (England) (Amendment) Regulations 2013
- The Education (Pupil Registration) (England) (Amendment) Regulations 2016

(School attendance Guidance for maintained schools, academies, independent schools and local authorities August 2020)

Under the legislation parents and carers are responsible for ensuring their children attend school regularly and punctually. Failure to do so could result in legal action being taken against them by the Local Authority.

The register is a legal document. Schools must take a register at the start of the morning session and again during the afternoon session. Since September 2006, schools have been required to use statutory registration codes. Only the school (and not parents/carers) can authorise an absence. Where the reason for a pupil's absence cannot be established at the time the register is taken, that absence shall be recorded as unauthorised. If a reason for absence is provided by the parent/carer, the school may decide to grant leave of absence which must be recorded as authorised using the appropriate national code.

Holidays during term time are normally refused unless there are exceptional circumstances which will be considered by the Head on a case by case basis. Whilst the Head / Deputy Head will consider all requests on a case-by-case basis, parents must be aware that requests will normally be refused.

The DfE have not provided any guidelines as to what they would consider to be exceptional circumstances. This is solely at the discretion of the Head Teacher. Where possible, the Foundation should look to have a consistent approach to all leave of absence requests – to try to ensure that requests for siblings who attend different schools are met with the same response by each Head Teacher who receives a request.

4. Statutory Framework

The legal framework governing school attendance is summarised in School attendance: Departmental advice for maintained schools, academies, independent schools and local authorities (2016), published by the Department for Education (DfE).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

Advice to parents from the Government

<https://www.gov.uk/school-attendance-absence>

The Foundation follow guidance published by the Independent Schools' Inspectorate (ISI) and advice published by the Barnet Local Education Authority (LEA), regarding school attendance.

<https://www.barnet.gov.uk/citizen-home/schools-and-education/parents/attendance-at-school.html>

5. The Mill Hill School Foundation Expectations for Attendance

Good attendance and punctuality is essential to ensure that pupils make good academic progress and feel part of school life. Full attendance on every school day is expected, along with specific weekend requirements such as *Chapel, Speech Day, Open Mornings and Fixtures*. Registration is required by law at the beginning of each morning session and during the afternoon session. The process of registration is combined with Pastoral/House/class time, which allows tutors/House Masters/House Parents/class teachers to spend time with their pupils, and is hence a useful slot for pastoral work and admin.

6. What is expected of parents/carers?

Parents have a legal duty to ensure that their child attends school regularly and arrives on time. Full attendance is essential to the all-round development of a child and they should be allowed to take full advantage of educational opportunities available to them by law. Good punctuality is essential to maximise learning and also develop positive behaviours that are transferable to higher education or in the workplace.

Parents should

- Ensure their child attends daily (or on the days they are required to attend) and on time
- Keep the school fully informed on all matters that might affect their child's attendance
- Telephone the school or email the appropriate school office on the first day of any absence to provide an explanation for the absence. Where the school is unable to make contact by phone a letter will be sent
- Provide proof of medical appointments or illness (e.g. prescription or appointment card) or a letter confirming the reason for absence when the school requests proof of absence
- Make doctor and dental appointments for their children outside school hours wherever possible
- Plan family holidays outside of term time
- Make a formal application in writing with sufficient notice to the Head of the relevant Mill Hill School Foundation for any term time leave of absence prior to proposed dates
- There is an expectation for parents to work with the Mill Hill School Foundation to resolve any attendance issues
- Attend a meeting at the school to find a way of improving attendance if attendance becomes a problem

- Work co-operatively with the local authority/ outside agencies should the school deem it necessary to support/ resolve high levels of absence

Parents of international boarders

Parents of international boarders must make sure that holidays are not extended either side of the School holidays. However, in order to accommodate the ease of returning home when taking long-haul flights, pupils will be permitted to leave School during the day of the last day of term or half-term. They will not be given permission to miss any part of the preceding School day.

Parents are therefore urged to book flights well ahead of the holidays so that they do not encounter problems with limited availability of flights.

Parents should be mindful of any quarantine requirements in place

7. Attendance and Punctuality Expectations of Pupils

Pupils are expected to be punctual and attend and for school every day school is in session (as long as they are fit and healthy enough to do so.)

Pupils should:

- Attend all lessons and all relevant activities when at school
- Be punctual and arrive at lessons on time particularly those which come after a break/ lunch
- Be organised with the right equipment and ready to learn
- In the case of sickness pupils should inform their parents/carers who will in turn be expected to contact the school. (If pupils decide to call the school themselves, the absence will not be authorised)
- Pupils are expected to follow the protocols in place for late arrival and can expect sanctions in line with the school's behavioural policy
- Pupils may be asked to bring in proof of illness, sickness or other causes of absence
- Pupils are encouraged to inform a trusted adult if they are being bullied or if they feel uncomfortable for any other reason while they are in the school environment

8. The Mill Hill School Foundation Procedures for Low Attendance

On occasions when lengthy absence is known and understood the school will support families to ensure a continuity of education.

In addition to regular monitoring, attendance statistics are formally checked by pastoral staff and, while the particular circumstances of individual pupils and families will always be taken into account, parents and carers can expect the following series of actions to take place:

Figure 1 – Procedures for Poor Attendance

Stage	Stage 1
%	Pupils with attendance below 90% for the academic term
Action	Contact by email or telephone from pastoral staff to advise that the pupil's attendance is becoming a cause for concern.
Support	Discussion of pupil's circumstances and an agreement to improve attendance.



Stage	Stage 2
%	Pupils with attendance below 80% for the academic year
Action	Meeting between parents / carers and appropriate pastoral staff to discuss of pupil/ family circumstances. Actions agreed documented.
Support	Monitoring and attendance targets put in place. Additional support applied as necessary.



Stage	Stage 3
%	Pupils with attendance below 70% for the academic year.
Action	Meeting with parents / carers and senior pastoral staff and discuss pupil's/family circumstances, including possible consideration of amendments to the pupil's academic and co-curricular programme. School to report/seek advice from the local authority.
Support	Agreement of a high-priority attendance improvement plan/ pastoral support/counselling



Stage	Stage 4
%	Pupils with attendance below 60% for the academic year.
Action	Formal review with the Head, (Senior School) or Head Master or Head Mistress (MMHI, Belmont School and Grimsdell). This may include consideration of repeating the academic year and a review of the pupil's place in the School, in accordance with the School's Terms and Conditions
Support	Pastoral support, Education welfare officer, GP or counsellor

Where a pupil has been through Stages 1 to 3 then improved their attendance only for it to decline again, it is at the discretion of senior pastoral staff to decide which stage of the process the pupil should be placed upon, involving pupil and parents accordingly.

Outside agencies, such as an Education Welfare Officer, a GP or a Counsellor may be contacted at any stage in order to support the pupil. Pupils with a poor punctuality record can expect to receive appropriate sanctions, in accordance with the School's Promoting Positive Behaviour Policy.

9. Children at Risk of Missing Education

The School will report to the Local Authority if it has a serious concern over a child's attendance or the child has been absent without the school's permission for a continuous period of 10 days or more.

Also, the school will, after making appropriate checks, report all Children Missing from Education after a period of 10 consecutive days to the Local Authority, Education Welfare Service. This Service has a duty to investigate the whereabouts of such children and negotiate their prompt return to suitable education.

This is in line with The Mill Hill School Foundations Policy to [Safeguard and Promote the Welfare of Children who are Pupils at the Mill Hill School Foundation 2020](#) which can be found on the policies page of the Foundation website

10. Tier 4 Sponsored Pupil's Attendance

The School will monitor the attendance of any pupil who is attending the School under a Mill Hill School Foundation sponsored CAS in line with the provisions of this Policy. The School will notify the Home Office if the attendance rate of any such pupil falls below 80% for the academic year. In addition, the Procedures for Poor Attendance in Figure 1 shall be amended so that at Stage 2 (pupils with attendance below 85% for the academic year) are included. In addition to the meeting with parents/carers, there should be a Formal review with the Head of the relevant school which will include a review of the pupil's place in the School in accordance with the School's Terms and Conditions. (Stages 3 and 4 will not apply.)

The School will report the absence of a pupil who is attending the School under a Mill Hill School Foundation sponsored CAS in accordance with the requirement of UKVI which means that the School will notify the Home Office if any such pupils has 10 consecutive days of unauthorised absences.

11. The Attendance Register

The attendance register is taken at the start of the first session of each school day and once during the second session. At Mill Hill School a register is taken at the start of every lesson. On each occasion it must be recorded whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent; or,
- Unable to attend due to exceptional circumstances.
- The school should follow up any absences to ascertain the reason
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and identify the correct code to use.

The national codes will be used by all Foundation Schools to record and monitor attendance and absence as shown below.

CODE	DESCRIPTION	MEANING
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site	Present
C	Other Authorised Circumstances	Authorised absence
D	Attending other establishment	Present
E	Excluded but no alternative provision made	Authorised absence
F	Extended family holiday	Agreed
G	Family Holiday (NOT agreed)	Unauthorised absence
H	Family Holiday	Authorised absence
I	Illness (not medical/dental appointments)	Authorised absence
J	Interview	Present
K	No PE Kit	Present
L	Late (before registers closed)	Present

M	Medical or dental appointments	Authorised absence
N	Reason for absence not yet provided	Unauthorised absence
O	Unauthorised absence	Unauthorised absence
P	Approved sporting activity	Present
R	Religious observance	Authorised absence
S	Study leave	Authorised absence
T	Attending music lessons	Authorised absence
U	Late after registration closed	Unauthorised absence
V	Educational visit or trip (including residential)	Present
W	Work experience	Authorised
X	not attending in circumstances relating to coronavirus (COVID-19)	Administrative code
Y	Enforced closure	Administrative code
Z	Pupil not on roll	Administrative code
#	School closed to all pupils	Administrative code

Further information on the registration process can be found in Appendix 1

Not attending in circumstances relating to coronavirus (COVID-19)

For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'. See Appendix 2 for further information, including advice on the application of code X. Code X: not attending in circumstances relating to coronavirus (COVID-19)

(This code is not counted as an absence in the school census)

This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

- guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care¹² or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

See **Further information on the registration process can be found in Appendix 2**

12. Punctuality

Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. Every opportunity will be used for staff to convey to pupils and their parents or carers the importance of punctuality and attendance. For our pupils to take full advantage of the educational opportunities offered it is vital every child is at school, on time, every day the school is open and for individual lessons unless the reason for the lateness is unavoidable. The habits young people develop around punctuality across The Mill Hill School Foundation are the same as the expectations of any higher education or future employer in the world of work.

13. Pupils Moving to a New Address and/or School

Pupils Moving to a New Address and/or School where the parent of a pupil notifies the school that the pupil will live at another address, schools must record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address. Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, schools must record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.

14. Preservation and Amendments to the Attendance register

Every entry in the attendance register must be preserved for a period of three years after the date on which the entry was made. Every amendment made to the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Last review : September-2020

Next review: September 2021

Approved by the Pastoral Committee of the Court of Governors

Appendix 1

Registration

The School Attendance Register is a legal document and should be marked in blue or black ink at all times. Electronic registers count as the register having been marked in black ink.

In all four Foundation Schools, registration takes place electronically, from classroom bases.

The keeping of attendance data is essential for the care of the pupils' academic progress and for reporting on it. It is also a welfare matter for the School to know when pupils are or are not on the premises. Across the Mill Hill Foundation all students will be registered; boarding pupils, day pupils and Sixth-Form pupils. This ensures a check on pupils' whereabouts for reasons of welfare or health and safety, and also monitors attendance for pastoral and educational reasons.

The attendance register must be completed at the start of each morning session and afternoon session and at Mill Hill the start of individual periods. Tutors will usually take the register using their classroom computer.

Entries on the system must show whether the pupil is:

- a) Present
- b) Absent
- c) Attending an approved educational activity outside school (approved by the Head and supervised by a person approved by the Head, and including work experience or sporting activity);
- d) Unable to attend through exceptional circumstances (unavoidable closure of school site or part of it; unavailability of transport provided by school, where the home is not within walking distance)
- e) Taking authorised absence (granted leave of absence by the Head or person acting on the Head's behalf; unable to attend by reason of sickness or unavoidable cause; observing a day exclusively set apart for religious observance by the religious body to which the parent belongs)
- f) Taking unauthorised absence (if no reason is established when the register is taken; the entry may be corrected later when the reason is established).

The DfE has a standard set of codes for schools to use in registers which has been adopted by the Mill Hill Foundation. Under this system, an N is first entered when no reason has yet been provided for absence, and this is later corrected (ideally within two weeks) with the appropriate symbol (in this case only, overwriting is allowable in an electronic system) and N must not be allowed to remain indefinitely.

It is the responsibility of the attendance secretary to regularly check the electronic registers, following up any absences and ensuring that the system is up to date and accurate, this information will be conveyed to Housemasters.

SYMBOLS FOR REGISTRATION

- / Present for Morning Session
- \ Present for Afternoon Session
- L Late arrival before the register has closed (Lateness symbol not used at Belmont due to the age of the children)

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

- B Off-site educational activity
- D Dual registered – at another educational establishment (Symbol not used at Belmont)
- J At an interview with prospective employers, or another educational establishment
- P Participating in a supervised sporting activity
- V Educational visit or trip
- W Work experience

Authorised Absence from School – Absence codes when pupils are not present in school are as follows:

- C Leave of absence authorised by school
- E Excluded but no alternative provision made
- H Holiday authorised by the school
- I Illness (not medical or dental appointments)
- M Medical or dental appointment
- R Religious observance
- S Study Leave
- T Gypsy, Roma and Traveller absence

Unauthorised Absence from School:

- G Holiday not authorised by the school or more than the period determined by the Head. (Symbol not used at Belmont)
- N Reason for absence not yet provided
- O Absent without authorisation i.e.
 - i) Without parental knowledge,
 - ii) Where no written or verbal communication is received from parent/guardian
 - iii) Where the reason is inappropriate
- U Arrived in school after registration closed (Not applicable at Belmont)

Administrative Codes

- X Not required to be in School (Symbol not used at Belmont)
- Y Unable to attend due to exceptional circumstances (Symbol not used at Belmont)
- Z Pupil not on admission register (Symbol not used at Belmont)

REGISTRATION PERIOD

Roll Call is the name given to the AM and Period 6 or PM registration. Procedures for Tutors taking registration:

1. Pupil is physically in front of tutor // class teacher at the allotted time: Tutor records / for AM \ for Period 6 using the electronic device;
2. Pupil is not physically in front of the tutor/ classteacher: Tutor / classteacher records N (reason for absence not yet provided);
3. Formal registration closes at Grimsdell 8:40 am and 1:15pm, Mill Hill 8.30am and 2.30pm; Belmont 8:30am & 3:20pm (Yr3&4) 3:45pm (Yr5&6) 4:00pm (Yr7 &8)
4. Pupil arrives late but before 8.30am/2.25pm: Tutor records L (Late); At Belmont form tutors send any child who has arrived late to registration to the school office. Late arrivals at the school site sign in via the school office. At Grimsdell pupils are marked late by the admin staff if they arrive after 8:40pm.
5. Pupil turns up after 8.30am: Pupil goes to Front Office to sign into the Late book, explaining the reason for late arrival. The Attendance Secretary will alter the electronic register from N to L (if the reason is deemed to be valid) or N to U (Late after Registration closed and there is no valid reason) At Belmont and Grimsdell the register is changed from N – present.
6. All tutors/classteachers must have submitted their registers electronically so that the attendance secretary can begin the task of consolidating the registers on the system to establish which pupils have still not been seen by that stage and whose absence is therefore unauthorised.

7. Boarding House tutors: by 8.30am and 2.30pm tutors must have submitted their registers electronically so that the attendance secretary can begin the task of consolidating the registers on the system to establish which pupils have still not been seen by that stage and whose absence is therefore unauthorised. (Not applicable to Belmont and Grimsdell).
8. The School has a responsibility to physically check whether a pupil who has been marked N is physically present in his/her first lesson before phoning home. At Belmont form tutors send any child who has arrived late to registration to the school office. Late arrivals at the school site sign in via the school office.
At 8.45am and at afternoon registration at Mill Hill the Attendance Secretary will print off a list of those pupils who are unaccounted for. This list will form the basis of the School's first day contact procedures.
9. First Day Contact: The following steps will be taken to establish the whereabouts of a pupil who has been identified as absent from registration:
 - Late book will be checked
 - Office staff will telephone the Medical Centre and the Library
 - Lists of pupils on approved activities will be checked e.g. morning activities, sports fixtures, trips file, Community Action etc

If the pupil remains unaccounted for a member of staff will go to the classroom of those pupils who are absent to check if a pupil marked N is there. If the pupil is absent from the class, a member of the Office staff/HMM will ring home to verify the absence;
Summary of the sequence of events:

 - Register in House/Late book
 - Office staff/HMM check Late book/Medical Centre/Library/Approved Activity lists
 - Office staff/HMM physically check period 1 or 6
 - Call home
10. Usually, the N is changed to reflect the appropriate absence code (if authorised). If not believed or time has elapsed then O is entered to denote an unauthorised absence. There are other codes in use as per official DFE attendance codes and it is important that these are used accordingly; At Belmont registers are not closed until every child is accounted for. At Belmont a list of the days absence are circulated to staff via email and are also available on ISAMS.
11. Written confirmation of an absence must be sought and a copy of the letter/e mail held on the pupil care file in House. For any information received by telephone, a note of the call must be made by the Tutor / Housemaster / Housemistress / House Parent/ Head of Year / Head of Lower School or Deputy Head (Grimsdell) and passed to the Attendance Secretary to be recorded for future reference. All absences at Belmont are centrally uploaded immediately after discussion with permission is granted.

ADDITIONAL INFORMATION:

Educational Visits, sports fixtures, music lessons and activities:

- Staff who take pupils away on a sporting fixture/educational visit before a registration period (am or pm) must ensure that they take a face to face roll of the pupils travelling to the event and leave or email a copy of this list in the Front office for it to be recorded on the system.
- Where possible, colleagues should avoid organising on site events that cut across the formal registration period. If this is unavoidable, staff must inform Tutors, HMM/HP, the Attendance Secretary and the Front office of the pupils who are affected e.g. a home sporting fixture, Chapel Choir, Community Action

Consolidation of electronic register

- HMM/HP must ensure, together with their team of tutors, that electronic registers are kept up to date with no outstanding absences that are more than two weeks old (unless agreed with Deputy Head Pastoral)
- All electronic registers at Belmont are kept up to date on a daily basis. **No** absence is unaccounted for or left outstanding at the end of the school day.
- Monthly print outs of the electronic register will be run off for HMM to check and make any necessary amendments.
- Once the electronic system has been updated a final copy of the electronic register will be printed off, bound and stored for a period of no less than three years. A back up disk is also produced on a monthly basis.

Following up patterns of poor attendance and punctuality

Print outs of attendance data will be regularly monitored by HMM/HP/ Head of Year/ Head of Lower School/ Deputy Head, Deputy Head (Grimsdell) and members of the School's Pastoral Management Team. Together, they will identify patterns of poor attendance and punctuality and will actively seek to address the situation with pupils and parents.

NB: Independent schools continue to have a legal duty to report certain attendance issues to their Local Authority. These include:

- Ten days of unauthorised absence (other than for reasons of sickness or leave of absence)
- Failure to attend regularly
- Deletion from the school register when the next school is not known. In this last case, independent schools are required to report the circumstances as soon as possible to the Local Authority in which the pupil lives.

MORNING AND AFTERNOON REGISTRATION PROCEDURE

Pupils to arrive to register by the following times
Mill Hill - 8.20am or 2.20pm
Mill Hill International
Belmont 8:20am and Yr 3 & Yr 4 (3:00) Yr 5 Yr 6 (3:30) Yr 7 & Yr 8
(3:40) Grimsdell 8:30am



Registration Period Mill
Hill
Mill Hill International
Belmont 8:20 – 8:40pm & between 2:50 & 3:35pm
Grimsdell 8:30-8:40am 1:10-1:15pm
Pupil absent with no reason – Enter (N)
Tutors to submit entries by 8:30am (8:40 Grimsdell) and 5 minutes after allocated PM registration



Attendance Secretary to run off the absence list
at Mill Hill 8:45am and 2:30pm
Mill Hill International
Belmont 4:00pm
Grimsdell 8:50am
1:10pm



A valid code may already be recorded in advance of an absence i.e 'M' OR 'I'



Pupils to sign in the Late Book in the Office after 8.30am at Mill Hill, Mill Hill International, Belmont
And or 2.30
pm at Mill Hill and not in House



Office staff to change 'N' to 'L' if reason is valid or 'N' to 'U' L& U not used at Belmont

From 8.45am and 2.30pm Mill Hill, Belmont Office staff to check absence against:

- Late Book
- Weekly Calendar, plus: Trips File – to check if a trip is scheduled (may need to contact member of staff or Educational Visit Co-ordinator (TJV) for up to date list of travellers)
- Sports Fixtures File – to check for up to date list of team members from member of staff or Director of Sport
- Morning clubs
- Community Action Lists
- Medical Centre
- Matron (if a boarder)
- Library
- Science Technicians

Attendance Secretary and school office (Belmont) will then check timetables for those pupils unaccounted for and will physically check the classrooms



Attendance secretary/ school office (Belmont) will phone home for pupils not accounted for



For pupils whose parents cannot be contacted or whose parents say they should be in school. Office staff will 'physically' inform a member of the SLT/SMT along with HMM and HP at Mill Hill and Mill Hill International in order that a course of action can be. Missing child Policy procedures followed if necessary



Written confirmation of absence to be sought by Tutor/ HMM / HP at Mill Hill. At Belmont HOY/ HOLS or Senior Deputy Head and at Grimsdell the Head

Confirmation to be held on record on the pupil's school file

Appendix 2

COVID 19 Related absences – Quick reference guide – Parents

What to do if	Action needed	Code	Return to school when
..... my child has coronavirus symptoms	<ul style="list-style-type: none"> Do not come to school Contact school daily Self-isolate Seek a test Inform school immediately about test result 	Code X when the test returns negative.
..... my child has tested positive for coronavirus	<ul style="list-style-type: none"> Do not come to school Contact the school daily Self-isolate for at least 10 days Inform the school immediately about result 	Code I after the 10-day period of isolation and when they feel better even if they have a cough or loss of smell/taste. As these symptoms can last for several weeks once the infection has passed.
..... somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> Do not come in to school Contact school daily Self-isolate Household member to get a test Inform school immediately about the test result 	Code X the household member test is negative
..... somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> Do not come in to school Contact the school daily Self-isolate for 14 days 	Code X the child has completed the 14 days of isolation
..... NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> Do not come to school Contact the school daily Self-isolate for 14 days 	Code X the child has completed the 14 days of isolation.
..... we/my child has travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> Do not take unauthorised leave in term time Consider quarantine requirements and FCO advice when booking travel Request authorisation for absence from school as per attendance policy <p>Returning from a destination where quarantine is needed:</p> <ul style="list-style-type: none"> Do not come in to school Contact school daily Self-isolate for 14 days 	Code X the quarantine period of 14 days has been completed.
..... we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> Do not come in to school Contact the school as requested and discuss with the school pastoral team Shield until you are informed that restrictions are lifted and shielding is paused again 	Code X school inform you that restrictions have been lifted and your child can return to school again.

COVID 19 Related absences – Quick reference guide – Staff

What to do if	Action needed	Return to school when
..... I have coronavirus symptoms	<ul style="list-style-type: none"> Do not come to school Contact school daily Self-isolate Seek a test Inform school immediately about test result when the test returns negative.
..... I test positive for coronavirus	<ul style="list-style-type: none"> Do not come to school Contact the school daily Self-isolate for at least 10 days Inform the school immediately about result after the 10-day period of isolation and when they feel better even if they have a cough or loss of smell/taste. As these symptoms can last for several weeks once the infection has passed.
..... somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> Do not come in to school Contact school daily Self-isolate Household member to get a test Inform school immediately about the test result the household member test is negative
..... somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> Do not come in to school Contact the school daily Self-isolate for 14 days the staff member has completed the 14 days of isolation
..... NHS test and trace have identified me/my family as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> Do not come to school Contact the school daily Self-isolate for 14 days the staff member has completed the 14 days of isolation.
..... I have travelled and have to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> Do not take unauthorised leave in term time Consider quarantine requirements and FCO advice when booking travel Request authorisation for absence from your Head <p>Returning from a destination where quarantine is needed:</p> <ul style="list-style-type: none"> Do not come in to school Contact school daily Self-isolate for 14 days the quarantine period of 14 days has been completed.
..... I have received medical advice that I must resume shielding	<ul style="list-style-type: none"> Do not come in to school Contact your Head as requested and discuss Shield until you are informed that restrictions are lifted and shielding is paused again school inform you that restrictions have been lifted and you can return to school again.

Instilling values, inspiring minds
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